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11 February 1982

MEMORANDUM FOR:

FROM:

SUBJECT:

External Training Plans for IHSA Staff

STAT

In response to your request for a planning figure for IHSA external training:

The plan is to send a staff person to five different conferences/seminars, all in the Washington area, during the remainder of FY 82. These conferences will pertain to such issues as EDP standards, system architecture, office automation, strategic planning, and information management, and will typically run 2-4 days. I anticipate the average cost to run \$600.00 per conference, for a total of \$3,000.00.

STAT

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